

Subject: IT-2/3 for Contract Employees

Please access the SF 85P by clicking on the following web site:

<http://www.opm.gov/forms/html/sf.asp>

Now scroll down to SF 85P, Questionnaire for Public Trust Positions.

Now start filling in all the requested information. **PLEASE SUPPLY ALL REQUESTED INFORMATION.**

Please note that are requested to provide middle names for every person you list. In many cases, it's extremely difficult to find out the person's middle name. You can use MNU (Middle Name Unknown) or UNK. If it is absolutely impossible to find the first and/or last name of a former supervisor, then use FNU and/or LNU. However, try to supply as many as possible, particularly with family members.

WARNING: You must supply information going back SEVEN (7) years on residence (#9) and employment history (#11). The contract provided to OPM by the DoD (Department of Defense) specifically states that a full SEVEN years are required. OPM Investigations has no choice but to comply with DoD regulations. SF 85P's without the full SEVEN years of information will be shredded and no further action taken. Be sure there are no date gaps of 30 days or more on residence and employment history. Employment history also includes periods of unemployment as well – see “7” in the instructions. Gaps of over 30 days will result in the SF 85P not being submitted and no further action will be taken. Please supply all the information requested in employment. “Unknown” for address or phone number is not acceptable. You are limited in the number of residences and previous employment history. If you run out of room, then go to the link above and click on SF 86A, Continuation Sheet for Questionnaires SF 86, SF 85P, and SF 85.

IF YOU ANSWER YES TO THE FOLLOWING SECTIONS THAT ARE ACTUALLY QUESTIONS: numbers 12, 18b, 20, 21a, 21b, 22a, and 22b, **then prepare a detailed explanation of the circumstances and actions in a separate document than the investigation questionnaire, including dates, amounts, people and/or firms involved, documentation, etc. to submit with SF 85P.**

IF YOU ANSWER YES TO QUESTION 21a, then no further action is necessary. Paperwork cannot be submitted and IT duties are denied.

Now sign and date the completed form at the bottom of page 7 and page 8 along with the information requested on page 8. There is a third place to sign on the very last page (not numbered) with the title of “Authorization for Release of Medical Information.” I don’t need that one and it can be discarded.

You will also need to be fingerprinted by the local police department, state police, or on a military installation. Be sure you use the standard FBI fingerprint card. The upper left hand corner on the front has “APPLICANT.” The upper right side has a block that states “ORI.” The block will have:

**USDISOOOZ
DIS NACC
FT HOLABIRD MD**

Or it may have:

**USOPMOOOZ
OPM
BOYERS, PA**

Also, on the back in the lower left hand corner it has FD-258 (REV 5-11-99). Remember, I’ll need the

questionnaire signed and dated in two locations, the validation sheet, and your fingerprints. ALL MUST BE ORIGINALS. OPM Investigations will not accept faxes or attachments.

I will need one additional item. A copy of your birth certificate, passport, or naturalization papers unless your EPSQ reflects that you are not a US citizen.

Remember the 4 required items:

1. **Complete SF 85P SIGNED and DATED.**
2. **An explanation for numbers 12, 18b, 20, 21b, 22a, and 22b if answered “yes.”**
3. **The CORRECT fingerprint card. An incorrect one, with any deviation from the above, cannot be used. Fingerprints must be done with fingerprint ink. We cannot submit the new electronic or digital fingerprints at this time.**
4. **Copy of birth certificate, passport, or a copy of the naturalization papers.**

Please mail all of the above to me at:

Hart-Inouye-Doyle Federal Center
DES Battle Creek
ATTN: Paul Cochran
74 Washington Avenue, North
Battle Creek, MI 49017-3092

Paul H. Cochran
Security Specialist
paul.cochran@dla.mil
DSN 661-7010 (Commercial: 269-961-7010)
DSN Fax 661-5122 (Commercial: 269-961-5122)